

DELAWARE DEPARTMENT OF JUSTICE

*****RE-POST*****

JOB OPENING

Opening Date: October 22, 2018

Closing Date: October 30, 2018

PARALEGAL

Civil Division, Defensive Litigation Unit, New Castle County

Job Responsibilities and Duties:

The incumbent provides general paralegal support to Deputy Attorneys General in the Civil Division, Defensive Litigation Unit in New Castle County. Primary responsibilities include providing paralegal support in all aspects of civil litigation, including electronic filing pleadings, briefs and other documents, in both state and federal court. The incumbent assists in completing briefs and other documents prior to filing and also conducts, prepares and propounds discovery and assists in document production. The incumbent will prepare and file legal documents relating to defensive litigation and prepare the necessary supporting documents required by law. The incumbent is also responsible for preparing and maintaining litigation case files. The incumbent will assist the litigation attorneys when attending court hearings and trial, and prepare and maintain court scheduling lists and court dockets and other related duties as may be assigned.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal applicants should submit an updated resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, **OR** E-mail to: DOJHR@state.de.us **OR** Fax to: 302-577-5866. EOE.